

FORM G
DISCIPLINARY ORDER

(use Agency letterhead for this order)

FILING DATE: _____

TO: CLERK OF THE BOARD OF SUPERVISORS

FROM: _____

OFFICE/DEPARTMENT: _____

PLEASE FILE IN YOUR OFFICE THIS DISCIPLINARY ORDER:

_____, WHO IS AN EMPLOYEE IN MY OFFICE/DEPARTMENT, WAS GIVEN THE
FOLLOWING DISCIPLINE: _____

ATTACHED TO THIS DISCIPLINARY ORDER IS A COPY OF NOTICES AND HEARING
RESULTS, IF APPLICABLE, GIVEN TO THE DISCIPLINED EMPLOYEE. COPIES OF THESE
FORMS AND NOTICES ARE ON FILE WITH THE HUMAN RESOURCES DIRECTOR.

(signature of Charging Agency Head)

PLEASE TAKE NOTICE

NOTICE TO EMPLOYEE: _____ THIS
DISCIPLINARY ORDER IS FINAL AND THE DISCIPLINARY ACTION TAKEN AGAINST YOU IS
EFFECTIVE ON THE DATE THIS ORDER IS FILED WITH THE CLERK OF THE BOARD OF
SUPERVISORS.

C O N F I D E N T I A L
UNAUTHORIZED DISCLOSURE IS PROHIBITED BY COUNTY ORDINANCE